

# REQUIREMENTS FOR CAREER AND TECHNICAL EDUCATION CERTIFICATES

## BUSINESS AND MARKETING, K – 12

### ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

#### ➤ PROVISIONAL CAREER AND TECHNICAL EDUCATION, K-12 BUSINESS AND MARKETING CERTIFICATE

*The Provisional certificate is valid for 3 years and may be extended once for 3 years.*

Requirements for the Provisional Career and Technical Education (CTE), K-12 Business and Marketing Certificate are:

1. Completed [Application for Certification](#)
2. Appropriate Fee (See *Application for Certification*).
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. **Option A, B, C, D or E:**
  - A. Bachelor's degree in business or marketing:
    1. A Bachelor's or more advanced degree in business or marketing from an accredited institution.
    2. Thirty semester hours of courses in business or marketing; and
    3. Two hundred forty clock hours of [verified work experience](#) in a business or marketing occupational area\*.
  - B. Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
    1. A valid Arizona Provisional or Standard teaching certificate.
    2. Three semester hours of courses in career and technical education methods or content in business or marketing; and
    3. One year of the most recent teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a PreK-12 school setting and issued during the term of the Arizona teaching certificate exhibiting satisfactory performance in the classroom; and
    4. Two hundred forty clock hours of [verified work experience](#) in a business or marketing occupational area\*.
  - C. Business and industry professional:
    1. Six thousand clock hours of [verified work experience](#) in a business or marketing occupational area\*.
  - D. Valid teaching certificate in career and technical education from another state:
    1. A valid teaching certificate in career and technical business and marketing education from another state.
  - E. Bachelor's degree in a business or marketing education teacher preparation program:
    1. A Bachelor's or more advanced degree in a business or marketing education teacher preparation program from an accredited institution; and
    2. Two hundred forty clock hours of [verified work experience](#) in a business or marketing occupational area\*.

#### \* Approved Business and Marketing Occupation Areas:

Computer and information sciences and support services; accounting and computer information services; business/commerce, general; business administration, management and operations; accounting; business operations support and assistant services; business/corporate communications; business/managerial economics; entrepreneurial and small business operations; finance and financial management services; hospitality administration/management; human resources management and services; international business; management information systems and services; management sciences and quantitative methods; marketing; real estate; taxation; insurance; general sales, merchandising and related marketing operations; specialized sales, merchandising and marketing operations; and business, management, marketing and related support services.

#### Requirement # 5 must be completed within three years \*

#### 5. Structured English Immersion (SEI) Endorsement \*

The SEI endorsement requires **ONE** of the following (option A, B, or C):

- A. Official transcript documenting a three (3) semester hours State Board approved SEI course or comparable SEI training from another state.  
**-OR-**
- B. Certificate of training documenting completion of forty-five (45) clock hours of State Board approved SEI training or comparable SEI training from another state.  
**-OR-**
- C. Teachers and administrators who hold a **Full English as a Second Language (ESL)** or **Full Bilingual Education** endorsement are exempt from the SEI requirement. Note: The Provisional ESL and Provisional Bilingual endorsements will **NOT** meet the SEI endorsement requirement.

**\* Note:** All classroom teachers and certified administrators must hold a valid SEI endorsement, or a **full** English as a Second Language (ESL) or **full** Bilingual Endorsement. The SEI endorsement requirement may be waived for a period not to exceed one year for individuals who apply and otherwise qualify for a Provisional CTE certificate under any option that does not require a valid Arizona teaching certificate.

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**Requirements # 6 and # 7 must be completed within one year or three years. \*\***

6. Arizona Constitution (a college course or the appropriate examination).
7. U.S. Constitution (a college course or the appropriate examination).

**\*\*NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).

#### ➤ EXTENSION OF THE PROVISIONAL CAREER AND TECHNICAL EDUCATION, K – 12 BUSINESS AND MARKETING CERTIFICATE

The Provisional CTE is valid for 3 years and may be extended once for 3 years. All requirements for extension of the Provisional certificate must be met.

Requirements for extension of the Provisional CTE, K-12 Business and Marketing Certificate are:

1. A completed ***Application to Extend a Provisional Career and Technical Education Certificate***
2. Appropriate fee (see *Application to Extend Provisional Career and Technical Education certificate*)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information, visit the [Arizona Department of Public Safety](http://www.azdps.gov) website or call (602) 223-2279.
4. Completion of one-half the required semester hours of courses for the Standard CTE, K-12 Business and Marketing Certificate under the same option. Individuals may use up to 18 semester hours of CTE professional development towards the education coursework requirements of a standard CTE certificate. The professional development must be approved through the CTE division and must be documented on the CTE approved certificate of training form in order for it to be used in lieu of college/university educational coursework. Fifteen clock hours of training is equivalent to one semester hour of coursework.
5. A valid Structured English Immersion, full English as a Second Language, or full Bilingual endorsement.
6. Professional Knowledge Secondary Exam.  
**One** of the following:
  - A. A passing score on the *NES Assessment of Professional Knowledge: Secondary* **OR** A passing score on the AEPA Professional Knowledge Secondary (replaced by the NES Assessment).
  - B. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency.  
**Submit the original score report at time of application.**
  - C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
  - D. Three (3) years of full-time teaching K-12. Submit a [Teaching Experience Verification form](#) signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.

#### AEPA/NES EXAM INFORMATION:

For further information regarding National Evaluation Series (NES) and/or Arizona Educator Proficiency Assessments (AEPA), please visit the following websites: <http://www.aepa.nesinc.com>.

#### SEI ENDORSEMENT INFORMATION:

For further information regarding SEI endorsement training, please visit <http://www.azed.gov/educator-certification/sei/>.

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#### REQUIREMENTS FOR STANDARD CAREER AND TECHNICAL EDUCATION, K – 12 CERTIFICATE

Requirements for the Standard CTE, K-12 Business and Marketing Certificate are:

1. A completed **Application to Convert a Provisional Career and Technical Education (CTE) Certificate to a Standard CTE certificate**.
2. Appropriate fee (see *Application to Convert a Provisional Career and Technical Education (CTE) certificate to a Standard CTE certificate*).
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).
4. Option A, B, C, D or E:
  - A. Bachelors degree in business and marketing:
    - i. Qualification under Option A for the Provisional CTE, K-12 Business and Marketing Certificate;
    - ii. Eighteen semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Business and Marketing Certificate. Eighteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
    - iii. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Business and Marketing classroom during the term of the Arizona Provisional CTE Business and Marketing Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.
  - B. Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
    1. Qualification under Option B for the Provisional CTE, K-12 Business and Marketing Certificate;
    2. Twelve semester hours of courses in professional knowledge to include:
      - a. Nine semester hours of courses in business or marketing subject knowledge; and
      - b. Three semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Business and Marketing Certificate. Three semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
    3. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Business and Marketing classroom during the term of the Arizona Provisional CTE Business and Marketing Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.
    4. An additional two-hundred-forty clock hours of [verified work experience](#) in a business or marketing occupational area. Hours may have been accumulated before obtaining the Provisional certification.
  - C. Business and industry professional:
    1. Qualification under Option C for the Provisional CTE, K-12 Business and Marketing Certificate;
    2. Fifteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional technology, educational philosophy, or classroom management. Fifteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
    3. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Business and Marketing classroom during the term of the Arizona Provisional CTE Business and Marketing Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.

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- D.** Valid teaching certificate in career and technical education from another state:
1. Qualification under Option D for the Provisional CTE, K-12 Business and Marketing Certificate; and
  2. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Business and Marketing classroom during the term of the Arizona Provisional CTE Business and Marketing Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.
- E.** Bachelor's degree in a Business and Marketing education teacher preparation program:
1. Qualification under Option E for the Provisional CTE, K-12 Business and Marketing Certificate;
  2. Eighteen semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Business and Marketing Certificate. Eighteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
  3. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Business and Marketing classroom during the term of the Arizona Provisional CTE Business and Marketing Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.
5. A valid Structured English Immersion, **full** English as a Second Language, or **full** Bilingual endorsement.
6. Professional Knowledge Secondary Exam.
- One of the following:**
- A. A passing score on the *NES Assessment of Professional Knowledge: Secondary* **OR** A passing score on the AEPA Professional Knowledge Secondary (replaced by NES Assessment).
  - B. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency. **Submit the original score report at time of application.**
  - C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
  - D. Three (3) years of full-time teaching K-12. Submit a [Teaching Experience Verification form](#) signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.

#### ➤ RENEWAL OF THE STANDARD CAREER AND TECHNICAL EDUCATION, K – 12 BUSINESS AND MARKETING CERTIFICATE

*The Standard certificate may be renewed 6 months before it expires. All requirements for the renewal of the Standard certificate must be met.*

Requirements for the renewal of the Standard CTE, K-12 Business and Marketing Certificate are:

1. One hundred eighty (180) clock hours of professional development after the most recent issuance or renewal of the Standard CTE certificate.
2. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).